Getting Started With Cyberdog 2.0

User's Manual

Apple Computer, Inc.

Contents

1 Introduction to Cyberdog

This chapter provides

- a brief introduction to the Internet
- an overview of Cyberdog
- an overview of this manual
- instructions on using online help
- what you need to know information

About the Internet

You're about to use Cyberdog to access the Internet. But before you get started, you might be wondering what the Internet *is*.

Simply put, the Internet is a loosely knit federation of computer networks that "speak" the same language. The language in this case is a communications standard known as the *Internet Protocol,* or *IP* for short.

You need the right equipment to connect to the Internet—a computer, a modem, and communications software. If you don't have a modem, you may be able to connect through a local area network (commonly called a *LAN*) that has been set up in your company or your school. Then, using Cyberdog, you can gain access to the Internet services and public areas described in the following sections.
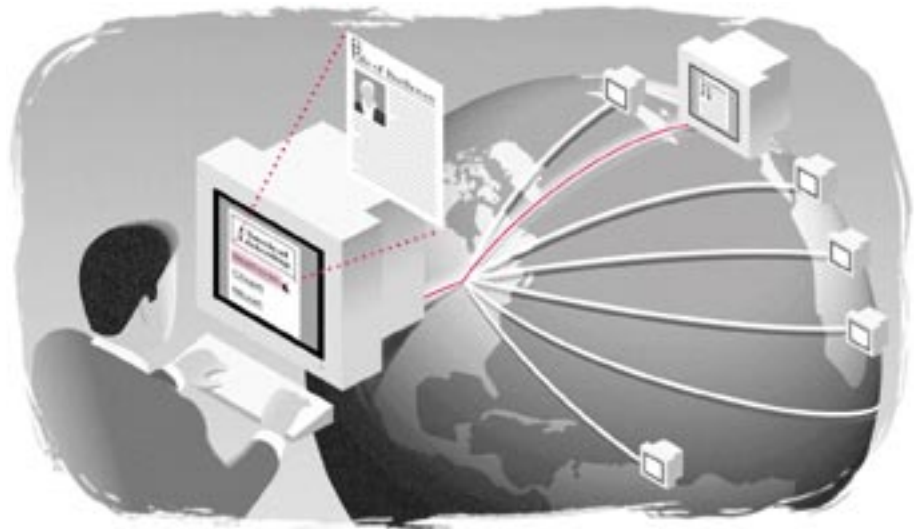
World Wide Web

The World Wide Web (also referred to as *the Web*) is the Internet's newest and easiest service for accessing information. You view information on the Web by using software called a *Web browser.* You can view text, color images, animation, and video on the Web. The "documents" that you view on the Web are known as Web pages, which can contain links to other pages so that when you click a word or image that has been designated as a link, your browser will automatically display the contents of the linked page.

You are transported from one page to another by a hypertext link—an electronic connection to the new information activated by your clicking. The new information may reside in the same computer or in one on the other side of the world. Gaining access to distributed information through hypertext links is at the heart of the World Wide Web.

E-mail

You use electronic mail, or e-mail, to exchange information in much the same way that you use paper mail, except that e-mail is faster and more convenient. You can also attach entire files to e-mail.

Newsgroups

You can participate in newsgroups—worldwide public discussion groups for debating issues and for exchanging information. You can subscribe to a newsgroup for almost any topic imaginable (there are over ten thousand distinct newsgroups), and you can read, respond to, and create your own messages, usually referred to as *articles.* Most newsgroups are unmoderated, which means you can post your articles directly to the newsgroup. Other newsgroups are moderated, which means someone screens the articles and posts only those deemed appropriate for the newsgroup.

FTP

You use File Transfer Protocol (FTP) to transfer files to or from other computers on the Internet. Many specialized computers known as servers provide Internet users with files through FTP. FTP software comes in handy when you want to download (copy to your computer) software or software updates over the Internet.

Telnet

You use Telnet to log onto other computers so that you can use their programs and data as if those items were on your own hard disk. Many libraries, for instance, have electronic (online) card catalogs that you can access by using Telnet software. There are a variety of other specialized databases that you can access through Telnet.

With all the services and capabilities that the Internet provides, the Internet or "Net" as it's called, is a truly global resource, with an amazing amount of information on art, anthropology, engineering, finance, literature, marketing, music, and virtually every other area of interest imaginable. Through the Internet, you can reach information located across the planet and contact millions of other users around the world.

About Cyberdog

Cyberdog is an integrated suite of software that gives you full access to the Internet. Cyberdog allows you to:

- browse and search the World Wide Web
- receive, send, sort, and process e-mail
- read and retrieve articles from newsgroups
- browse AppleTalk zones and servers
- exchange files with file transfer protocol (FTP)
- log on to other computers with Telnet software
- create interactive Internet documents called *cyberdocuments*

Cyberdog also includes a Notebook and Log to store the Web sites you visit the most. The Notebook is a bookmark file of Web addresses as well as a place to store e-mail addresses, newsgroups, references to FTP and Gopher sites, Telnet sessions, and references to pictures, movies, text documents, and sound files on the Internet. The Log provides three powerful ways to view a history of your Internet activities.

Additional Cyberdog product information is available on the Internet at http://cyberdog.apple.com/geninfo.html#.

New features of Cyberdog 2.0

Cyberdog 2.0 feature information is available on the Internet at http://cyberdog.apple.com/documentation.html.

Using this manual

Cyberdog provides you with full access to the World Wide Web, as detailed in Chapter 3, "Exploring the World Wide Web." Cyberdog is also a versatile and powerful tool for electronic mail (e-mail). Cyberdog e-mail capabilities are covered in Chapter 4, "Sending and Receiving Mail." Cyberdog also provides access to other popular and useful Internet services, including newsgroups, Telnet, and file transfer protocol (FTP), which are covered in Chapter 5, "Using Other Internet Services." A unique Cyberdog feature is the ability to access AppleShare volumes directly from the browser. This is covered in Chapter 6, "Accessing AppleTalk Networks." With Cyberdog, you can both access information and make information available. You do the latter by creating cyberdocuments that can be accessed by other Cyberdog users. For information on building cyberdocuments, see Chapter 7, "Creating Cyberdocuments."

Depending on your interests and experience, you can cover each topic in order or skip directly to those topics you need to know more about.

Using online help

Cyberdog includes full online help in the form of Apple Guide. If you need help or more information on any topic in this manual or on any problem you encounter while using the software, open the Guide (⍰) menu and choose Cyberdog Guide. Then click the topic you need help with.

Before you get started

Before you can use your Cyberdog software, you must possess basic Macintosh skills, including the ability to

■ use icons

■ use the mouse and keyboard

■ open and close files, windows, and folders

■ use dialog boxes

See the instructional materials that came with your computer for information on these and other important topics.

2 Getting Started With Cyberdog

This chapter provides

- a summary of requirements for using the software
- instructions on installing and starting the software
- steps to begin using the software

System requirements

In order to use Cyberdog, you'll need these items:

- a PowerPC-, 68030-, or 68040-based computer using the Mac OS
- Macintosh system software version 7.5 or later. Version 7.5.5 is recommended.

  If you have an earlier version of the system software, you can obtain an upgrade from your Apple-authorized reseller. You can also obtain the software from the Internet at http://support.info.apple.com.
- OpenDoc version 1.1 or later (version 1.2 is recommended), which you can download from the Internet. A pointer to the OpenDoc Web page is included on the Cyberdog Web page at http://cyberdog.apple.com.
- QuickTime software version 2.1 or later, which may be included with your system software and can also be downloaded from the Internet at http://support.info.apple.com
- MacTCP 2.0.4 or later, which is included with some versions of system software, or Open Transport 1.1 or later, which is included with Macintosh system software version 7.6 or can be downloaded from the Internet at http://support.info.apple.com
- MacPPP version 2.5 or later or other SLIP/PPP software for dial-up connection, included with Macintosh system software version 7.6
- an SMTP/POP3 mail account

- 16 megabytes (MB) of random-access memory (RAM) are recommended. If virtual memory is turned on, Cyberdog will run with 8 MB of RAM.

- a Mac OS–compatible modem capable of transmitting data at 14.4 Kbits per second (Kbps) or faster connected to a telephone line, or direct Internet access through a local area network (LAN)

Also recommended are

- Internet Config 1.2 or later for more efficient handling of preferences
- Stuffit Expander for expanding compressed downloaded files

Installing the software from the Internet

Follow these instructions to install the Cyberdog software from the Internet:

1   **Using your current browser (Cyberdog or another browser), connect to the Cyberdog Home Page.**

The Uniform Reference Locator (URL), or address, of this page is http://cyberdog.apple.com.

2   **Click the "Download" link.**

The URL of this page is http://cyberdog.apple.com/download.html.

3   **Follow the instructions on the screen to download Cyberdog 2.0 and Cyberdog Guide.**

4   **Return to the Cyberdog Home Page and click the link to the OpenDoc Home Page.**

5   **Download OpenDoc version 1.1 or later.**

6   **Install OpenDoc and Cyberdog following the instructions on the screen.**

IMPORTANT You must install the OpenDoc software first.

The Cyberdog installation creates a folder called Cyberdog 2.0. OpenDoc is installed within the System Folder.

7   **Drag the Cyberdog Guide file to the Cyberdog 2.0 folder.**

Setting up an account with a service provider

To connect to the Internet, you need an account with a company, called an *Internet Service Provider* or *ISP,* that can provide you with Internet access. Your computer may include the Internet Setup Assistant, which is a program that will assist you in setting up an account and configuring your computer for the Internet.

Starting up with Cyberdog

Follow these instructions to start Cyberdog:

1   **Double-click the Cyberdog 2.0 folder to open it.**

2   **Double-click the Cyberdog Tour icon.**

The Cyberdog Tour window appears.
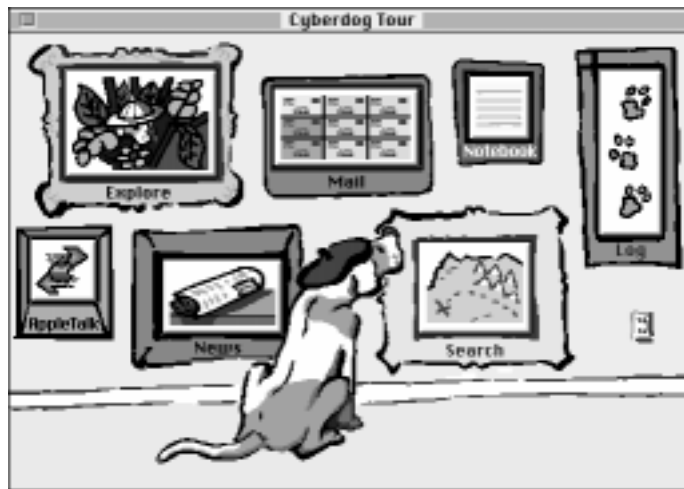
Each of the Cyberdog Tour buttons either allows you to make use of an Internet service (such as the World Wide Web, e-mail, or newsgroups) or connects you to important elements of Cyberdog, such as the Notebook or the Log.

- Explore connects you to a Cyberdog page on the World Wide Web.

- Mail displays e-mail that you have sent or received.

- Notebook keeps your most frequently used e-mail addresses and your favorite Internet locations.

- Log records the Internet locations you've visited.

- AppleTalk opens a window that allows you to browse and connect to AppleShare servers (if you are connected to an AppleTalk network).

- News brings up a list of the newsgroups to which you have access.

- Search enables you to scan the Internet using a variety of popular search engines.

Learning to use the software

This manual provides basic information on all the features available through the Cyberdog Tour window. As noted earlier, detailed online help is also available. To learn how to use Cyberdog, follow these instructions:

1 **Read the section of this manual that covers the feature you want to use.**

2 **Click the Cyberdog Tour button that starts that feature.**

For example, click Mail (for electronic mail) or Explore (to browse or "surf" the Web).

3 **Choose Cyberdog Guide from the Guide (②) menu.**

4 **Click Topics.**

5 **In the list that appears, click a topic area that deals with the Cyberdog part you're using (for example, mail).**

6 **Locate the task you want to accomplish and double-click it.**

7 **Read the information and follow the instructions in the Guide panels.**

For more information on using onscreen guides, see the "Learning the Basics" topic of Macintosh Guide, available in the Guide (②) menu when the Finder is the active program.

There may also be additional help for specific features. Check the Guide (②) menu and other menus to see what's available.

3 Exploring the World Wide Web

The World Wide Web refers to the portion of the Internet that provides information according to the Hypertext Transfer Protocol (http), a standard that enables the exchange of both graphics and text. The Web is the section of the Internet that has grown most explosively over the past few years, with companies, organizations, and individuals setting up Web pages by the thousands.

This chapter provides information about

- using Cyberdog to connect to a Web page
- using Cyberdog to browse through information on the Web
- using Cyberdog to search for specific information on the Web
- using the Log
- adding Web sites to your notebook
- importing Netscape bookmarks

For additional information about the Web, see the "Browsing the Web" topic area of Cyberdog Guide, available in the Guide (②) menu when Cyberdog is active.

Connecting to a Web page

Every Web page has its own unique address, called a Uniform Resource Locator (URL). If you already know the URL of the Web page you want to connect to:

1   **Choose Connect To from the Cyberdog menu.**

The Connect dialog box appears.

2   **Type the URL of the page you want to connect to in the "Connect to URL" box, then click OK.**

Note: You can switch to a different location from any Web page by typing a URL into the Location box at the top of the current Web page window. You don't have to type in the Web URL prefix http://. If you don't specify a URL prefix, Cyberdog automatically assumes you want to connect to a World Wide Web page.

Browsing the Web

This section tells you how to use Cyberdog to "surf" (browse) the Web.

1   **Open the Cyberdog Tour window.**

Double-click the Cyberdog Tour icon in the Cyberdog 2.0 folder. The screen shown below appears:
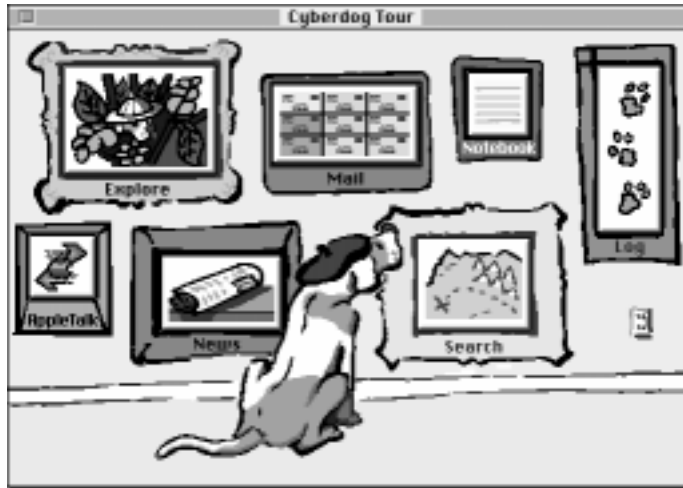
2   **Click the Explore button.**

A small opening window and a moving dog icon appear, indicating that your computer is in the process of connecting. The message next to the icon indicates which phase of the connection is in progress.

To cancel the connection, click the dog icon.

When enough information has arrived, the window expands to full size and displays the Cyberdog Net Station page. From the Net Station, you can access the entire Internet.

Clicking any of the underlined items takes you to that site or service.
If, for example, you click "Apple Computer Home Page," a page similar
to the following appears:
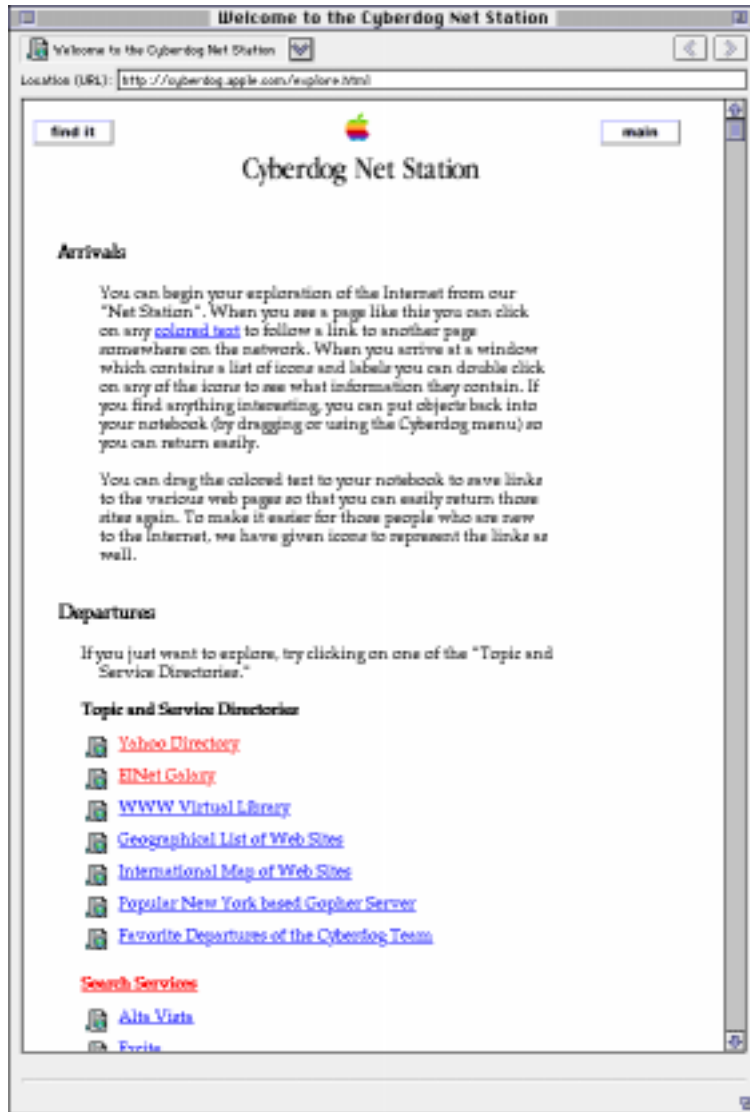
Depending on how the Web page author designed the page, links can appear as buttons, or they can appear as "hot text," text that is underlined and in a contrasting color (if your display supports color). By clicking from one link to the next you can search a series of Web pages in pursuit of the information you're seeking.

Note: When you move the pointer over a link, the URL for that link appears at the bottom of the current page's window.

3   **Click an underlined item or a button.**

When you click, a hypertext link takes you from one page to another. For example, clicking "Van Gogh" on a page about artists may lead you to a page about Van Gogh's homeland, the Netherlands. That page is likely to include links to articles about windmills, tulips, and religious tolerance. Before long, you can be far afield from your starting point. (You can see why the software you use to navigate the Web is called a *browser.*) There are a variety of means to retrace your path or return to the page where you started.

4   **Return to the previous page by clicking the left-pointing arrow in the upper-right corner of the page.**

Searching for specific information

You can search for specific information on the Web by using a search engine to isolate lists of links that are likely to bring you to the information you need.

1   **Open the Cyberdog Tour window.**

Double-click the Cyberdog Tour icon in the Cyberdog 2.0 folder or, if Cyberdog is running, choose Open from the File menu and open Cyberdog Tour.

2   **Click the Search button.**

When the connection has been made, a page similar to the following appears:

3   **Enter your query in the box.**

This box allows you to enter a simple query. If you want to enter a more complex query, which permits you to focus your search more closely, click the Alta Vista link and go directly to the Alta Vista Web page.

4   **Click Search.**

An alert box appears warning you that the document is not secure:
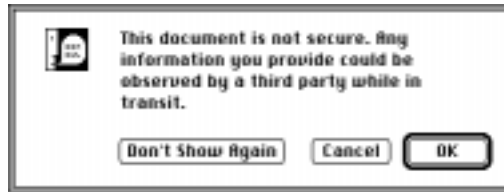
5 **Click OK.**

The search begins, with results similar to those shown below.
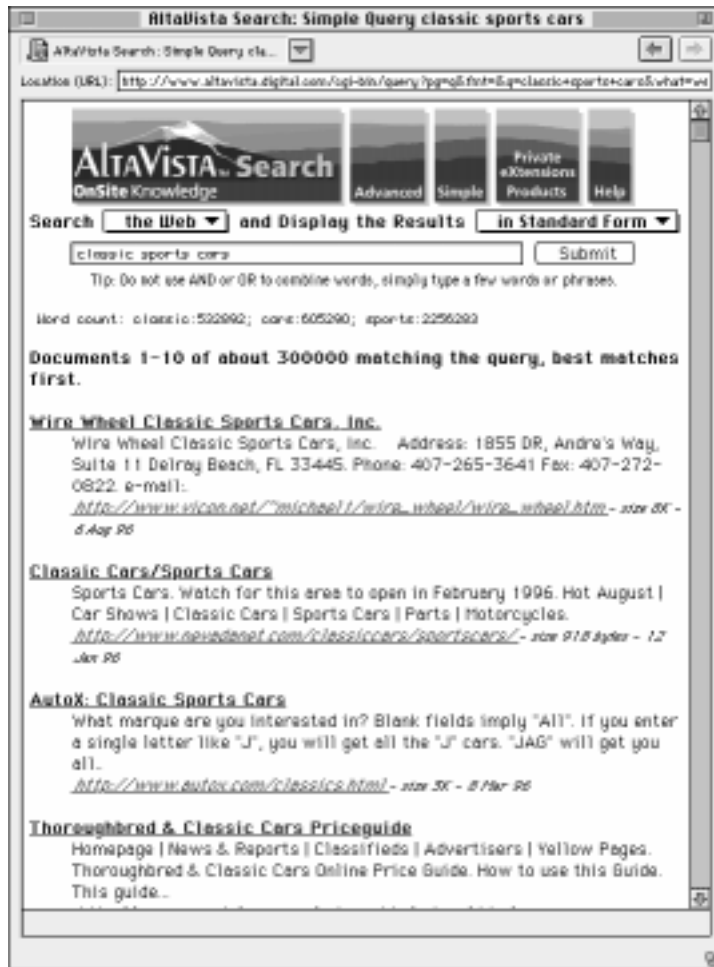
There are numerous search engines available. Many of these can be accessed from the Cyberdog Net Station, discussed earlier in this chapter. They all work the same way. Trial and error will show you which engines give the best results to your queries.

Using the Log

The Log holds the address of Web site locations you've visited in recent sessions. To connect to a location from the Log:

1   **Choose Windows from the Cyberdog menu, then choose Show Log from the submenu.**

2   **Find and double-click the address icon you want.**

For additional information about the Log, see the "Using the Log" topic area of Cyberdog Guide, available in the Guide (⚷) menu when Cyberdog is active.

Saving Web site addresses

As you find Web sites you think you'll want to revisit, you can save them in a Cyberdog notebook. That way, you can connect simply by double-clicking the URL in the notebook, with no need to remember or type the URL itself.

1   **With the Web page you want to add open on the screen, open a Cyberdog notebook.**

You can open a notebook in any of these ways:

- Click the Notebook button in the Cyberdog Tour window.
- Choose Open Document from the File menu and select a notebook to open.
- Choose Windows from the Cyberdog menu, then choose Show Default Notebook from the submenu.
- Double-click the Notebook icon in your Cyberdog 2.0 folder.

After you have been using Cyberdog for a while, you may have several notebooks. If you are new to Cyberdog, you have a sample notebook, called Cyberdog 2.0 Notebook, which already contains a selection of Web sites and e-mail addresses.

2 **Click the icon in the top-left corner of the browser, next to the title of the page you're using, and drag the icon to the appropriate section of the notebook.**

You can also choose "Add Window to Notebook" from the Cyberdog menu.

An abbreviation of the URL is added to the list. The next time you want to access this page, simply double-click the notebook entry.
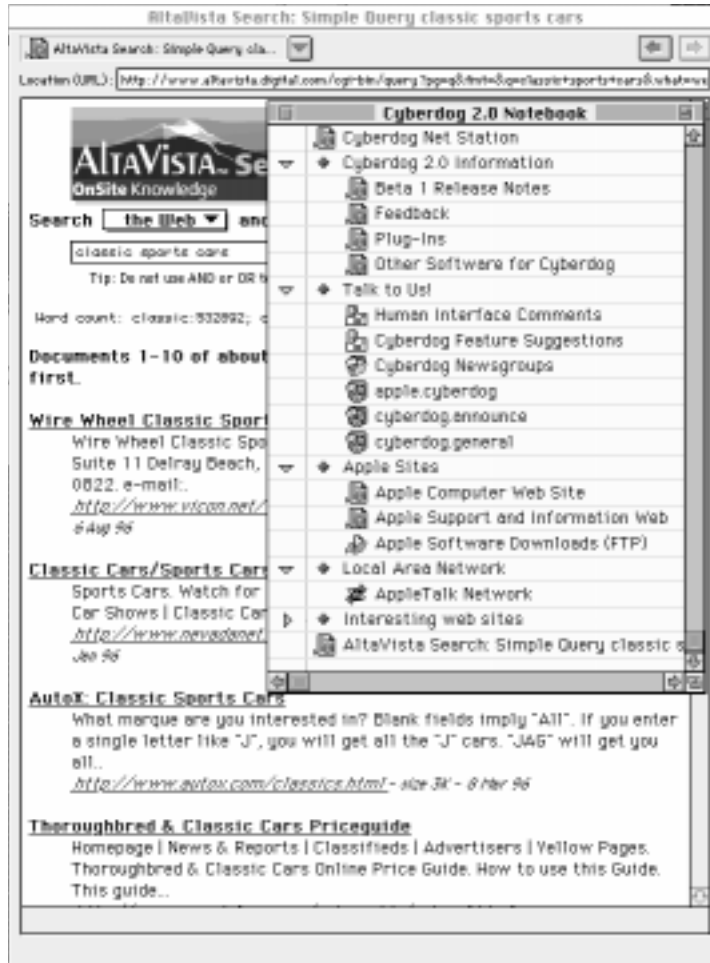
For additional information about notebooks, see the "Saving and Organizing Addresses" topic area of Cyberdog Guide, available in the Guide (②) menu when Cyberdog is active.

Importing Netscape bookmarks

If you have been using Netscape Navigator and have created bookmarks to access Web pages, you can import those bookmarks into a Cyberdog notebook.

1   **Open the notebook you want to store the bookmarks in.**

2   **Choose Import Items from the Notebook menu.**

3   **Choose Netscape Notebooks from the Import Items submenu.**

A dialog box appears with Bookmarks.html already selected.
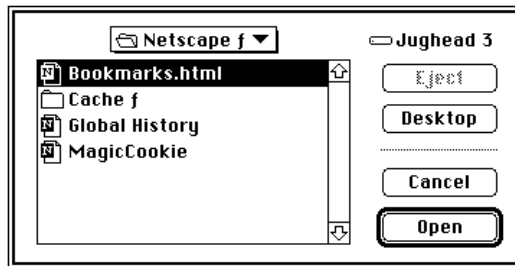
4   **Click Open.**

A new category, Bookmarks.html, is added to your notebook. If you click the triangle next to the category heading, all the bookmarks appear. Double-clicking any one of them takes you directly to that Web page.

Note: You can also import Eudora and Claris Emailer addresses; these options are available in the Import Items submenu.

A note about performance

Sometimes connecting to a Web site may take longer than you expect. Several factors can affect connection time, including your modem's speed and the distance to the site.

One of the most important factors, however, is the server that you're contacting. Some extremely popular servers may be processing many requests for use at the same time, and some servers are just slower than others. After a while, you'll learn which servers provide you with the best performance.

4 Sending and Receiving Mail

You use electronic mail (e-mail) to exchange messages much as you use paper mail or a fax machine.

This chapter describes how to

- determine if e-mail is set up
- set up Cyberdog for e-mail
- read e-mail
- send e-mail
- attach a file to your e-mail message
- use mail handlers
- create a new letterhead
- create an address book
- import addresses from mail programs

Checking whether e-mail is set up

Follow these steps to check whether you have e-mail already set up:

1   **Open the Cyberdog Tour window.**

Double-click the Cyberdog Tour document in the Cyberdog 2.0 folder, or, if Cyberdog is already running, choose Open from the File menu and open the Cyberdog Tour window.

2   **Click the Mail button.**

If you have been using a mail application with mail preferences already set up in Internet Config, such as Eudora, Cyberdog opens the Mail Trays window and displays an In Tray corresponding to that Internet mail account. This means that your Cyberdog mail account is set up and functioning.

If the In Tray shows that mail has been received, go to the section "Reading a Message" for information on receiving and replying to mail messages.

If Cyberdog prompts you to use Mail and News Setup from the Mail/News menu, or if you want to change your mail settings, you need to set up mail. Follow the directions in the next section. For additional information, see the topic area "Getting Started" in Cyberdog Guide, available in the Guide (2) menu.

Setting up Cyberdog for e-mail

The following section provides a basic setup scheme. For detailed information, see Cyberdog Guide as you perform these steps.

IMPORTANT In order to use Cyberdog mail, you need an Internet mail account that uses the POP protocol to receive mail and the SMTP protocol to send mail. Your Internet service provider can give you the information you need to set this up.

1   **Choose Mail & News Setup from the Mail/News menu.**

The following dialog box appears.
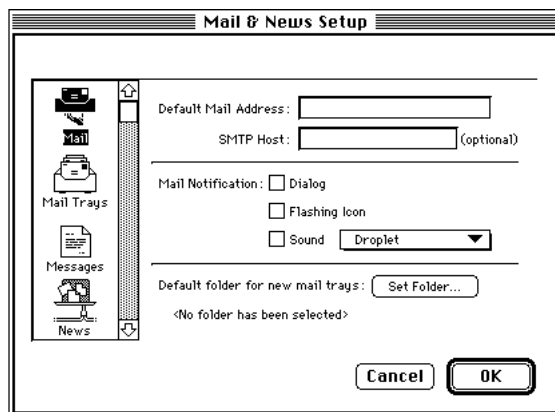
2   **Enter a default mail address.**

This is your standard e-mail address, such as Lsmith@bigcom.com. It appears in the From field on your messages and is the address people use to send you mail.

3   **Enter the name of your SMTP host.**

Your network administrator can tell if you need to enter the SMTP host name, and, if so, what name to enter.

4   **Choose the mail notification features you want: a dialog box, a flashing icon, a sound, or all three.**

If you don't check any notification type, you won't be notified, but you can still check mail at any time.

5   **To set the default folder for mail trays that you create, click Set Folder. Then select a folder from the scrolling list and click the "Save in" button.**

If you don't set a default folder, the CyberMail folder in the Cyberdog Preferences folder is used as a default folder.

6   **Click the Mail Trays icon.**

7   **Click Add under Mail Accounts.**

The following dialog box appears. You use this dialog box to set up your POP account to download mail from the Internet mail server.

8   **Enter your account name.**

This is your user name, not your e-mail address; for example, if your e-mail address was bonzini@internet.com, you would enter bonzini.

9   **Enter the host.**

This is the mail server, such as mail.bigcom.com, as supplied by your Internet service provider.

10   **Enter your password.**

Your network administrator will usually provide you with the password to use.

11   **If you want to save your password, click Save Password.**

If you click Save Password, you won't have to enter your password each time you download mail.

12   **If your e-mail server supports Authenticated Post Office Protocol (APOP), click the Use APOP" checkbox to put an X in it.**

APOP is a method of sending e-mail server passwords in encrypted format so the password remains private during transmission.

If you're not sure that your e-mail server supports APOP, leave the box unchecked.

13   **If you want Cyberdog to automatically check for mail as soon as the connection is made, click the "When mailbox is opened"checkbox to put an X in it.**

14   **To check for mail at regular intervals, click the Every checkbox to put an X in it. Then type a number into the checkbox and choose a unit of time (minutes, hours, days) from the pop-up menu.**

15   **If you want to leave copies of mail you have read on the server, click the "Leave a copy" checkbox.**

You probably only want to leave copies of the mail on the server if you are reading your mail from several different computers rather than one computer.

16   **Click OK.**

17   **Click the Messages icon.**

The Messages screen appears.

18   **Select the "Show buttons in envelope" option to show the buttons at the top of the message window.**

19   **Select "Expand envelope when creating a letter," "Expand envelope when opening a letter," or both to adjust the default setting for envelope behavior.**

This is the part of the message window that contains the To, CC, BCC, Return Receipt, and Rich Text options.

20 **Select the "Close letter window after sending" option to have Cyberdog automatically close the message window when you send it.**

21 **Select who your e-mail replies will be addressed to in the "Reply to mail" section.**

Click "Author" to reply only to the person who sent the message. Click "All recipients" to reply to the author and the addresses in the CC boxes.

22 **Select who your news replies will be addressed to in the "Reply to news" section.**

Click "Author" to reply via e-mail only to the person who wrote the article. Click "Newsgroup" to reply to the newsgroup. "Both" sends your reply to the author and posts a copy to the newsgroup.

23 **Select the text in the original message to be included in your replies in the "Text to include" section.**

Including the original message in your reply provides a context for your response.

Click "Selected" to include a portion of the original message that you select. Click "All" to include the complete original message when you reply.

24 **If you want to insert a line in your reply that identifies the author of the text you're quoting, click the "Attribute text to author" checkbox to place an X in it.**

25 **Select "permanently" to save all of the messages that you send or "for *x* days" to have Cyberdog delete your sent messages after a specified period.**

26 **Click the Letterhead icon.**

27 **To select the letterhead you want to use for your messages, click to the left of the letterhead in the list.**

The dot will appear next to the letterhead you select.

28 **Enter the name you want to appear in the From field in the My Name text box.**

The name will appear along with your e-mail address; for example, Fred Bonzini <bonzini@apple.com>

29 **Click OK.**

Reading a message

Once you find mail in your In Tray, follow these steps to read your messages:

1   **Open the Cyberdog Tour window and click the Mail button.**

You can also choose Show Mail Trays from the Mail/News menu. The Mail Trays window appears.

Note: You can designate the style of buttons that appear in the Mail Trays window (no buttons, icons and text, or text only) by choosing Mail & News Setup from the Mail/News menu, clicking the Mail Trays icon, and selecting the style you want from the "Mail Tray buttons" pop-up menu.

2   **Double-click the In Tray icon.**

A list of the messages that you've received appears. Checkmarks appear beside messages that you've already read.

Note: If you want to mark the message as unread, click the checkmark to remove it.

3   **Double-click the message you want to read.**

A message window appears.

4   **Use the onscreen buttons to forward, reply to, file, or delete the message.**

You can also use the left and right arrows at the top of the window to move through the unread messages in your mail tray.

For additional information about reading messages, see the "Reading Mail" topic area of Cyberdog Guide, available in the Guide (②) menu when Cyberdog is active.

Composing and sending a message

This section takes you through the steps of composing and sending an e-mail message with Cyberdog.

1   **Choose New Message from the Mail/News menu.**

2   **Enter the subject of the message in the Subject box.**

IMPORTANT You must include a subject or the message cannot be sent.

Many people who receive a lot of electronic mail determine whether they'll read a message based on this field. This is especially true if they don't know the sender. Give your message a subject that is as descriptive as possible.

3   **Enter the e-mail addresses of recipients in the To box.**

You can enter an address by

- typing the address into the To box.
- copying the address and pasting it into the To box.
- dragging an address icon from a notebook, the log, a newsgroup's window, a folder, or the desktop.
- using an address in the default notebook by clicking the Addresses button in the Message window.

E-mail addresses usually take this form:

recipientName@recipientMailServer

where *recipientName* is the name that the recipient goes by when he or she connects to that mail server and *recipientMailServer* is the recipient's mail server name.

You can also address an e-mail message by double-clicking an e-mail address icon or clicking an e-mail link on a Web page. Doing so opens a new e-mail message form with the e-mail address already in place.

You can send the same electronic message to multiple recipients by adding additional addresses.

About suffixes: An e-mail address usually ends in a two- or three-letter code. This code identifies the country in which the server is located (two letters) or the kind of organization with which the mail server is associated (three letters). Some common national codes are "us" (United States), "jp" (Japan), "uk" (United Kingdom), and "fr" (France). Common organizational codes include "com" (commercial), "edu" (educational), and "gov" (government).

Some recipient names consist of numbers instead of letters. The CompuServe online service, for example, uses the recipient's member number with the comma replaced by a period (for example, 12345.678@compuserve.com).

Here is a list showing how to address mail to members of other popular online services:

Service	Addressing method
America Online	*recipientName*@aol.com
Prodigy	*recipientName*@prodigy.com
MCI Mail	*recipientName*@mcimail.com

Because e-mail addressing specifics can vary, and because there is as yet no reliable or even remotely complete address database, the only way to know what e-mail address to use is to get it directly from a recipient, a recipient's correspondence or newsgroup posting, or a recipient's associate.

Copies and blind copies: Just as you can send copies (cc) of paper mail, you can send copies of e-mail. People receiving copies of your message also receive copies of any attached files (described later in this chapter).

Recipients who receive "blind copies" (bcc) also receive copies of everything sent to the main recipient. None of the recipients, however, knows who the bcc recipients are, because names and addresses of blind recipients are removed from the message when it's sent.

4   **If you want to be notified that your message was received, click the "Return receipt requested" checkbox to put an X in it.**

A receipt means that the address is correct and that the mail server received the message, but not necessarily that the mail server delivered the message to the intended recipient or that the recipient read it.

Not all mail servers offer this service. If the request goes to a server that doesn't offer the service, you won't get a receipt, whether the message was received or not.

5   **Select Rich Text (MIME) or Plain Text.**

Rich Text should be used when you want to include formats, styles, and pictures in your message. Note that in order to view the formats and styles in a Rich Text message, the recipient must have a MIME-capable viewer such as Cyberdog.

6   **Type your message in the Content section.**

If you know how to use any plain text editor or word processor, you can compose an electronic message in Cyberdog. You type your electronic message using all of the standard Macintosh editing features, just as you would type a fax or a letter to be printed and mailed. You can use any available font, size, style, and color, but keep in mind that the recipient's mail application might affect the look of your message. If the e-mail recipient's system can't take advantage of the styled text and graphics, it is probably best to stick to plain text. To specify a plain text message, choose Plain Text from the pop-up menu at the bottom right of the message header.

7   **Add any graphics that you want to include in the body of your message.**

8   **Add any files that you want to include with your message.**

To add a file, drag it to the text area of the message, or click the Enclose button in the message window.

You can attach files in any format you want. However, the recipient's computer must be able to understand the attachment's format. For example, if your recipient's computer is an IBM mainframe, it won't be able to read a HyperCard stack.

Additionally, not all mail server systems are set up to receive attachments. An attachment sent to such a system can get removed in transit, show up as garbled mail, or cause the whole e-mail message to be rejected.

To make sure that a mail server can receive and understand an attachment, contact your intended recipient and ask. If your recipient doesn't know, try sending a test attachment first.

9   **If you want to include links to AppleShare servers or Internet locations, drag those items from the Notebook to the message window.**

10   **Send your message.**

To send your message immediately, click the Send Now button at the top of the Message window.

To send the message later, click Send Later. When you are ready to send the message, select the message in the Out Tray then open the Message menu and choose Send Now.

For additional information about sending messages, see the "Sending Mail" topic area of Cyberdog Guide, available in the Guide (☻) menu when Cyberdog is active.

Using mail handlers

You use mail handlers to sort your e-mail automatically. Mail handlers can control the way messages appear in a mail tray and in what mail tray the the messages appear. For example, you can make messages sent by a particular person stand out by choosing a color for their titles, or you can throw away messages about a given subject without reading them.

To create a mail handler:

1   **Choose Mail & News Setup from the Mail/News menu.**

2   **Click the Handlers icon.**

3   **Click Add under Mail Handlers.**

The following dialog box appears:
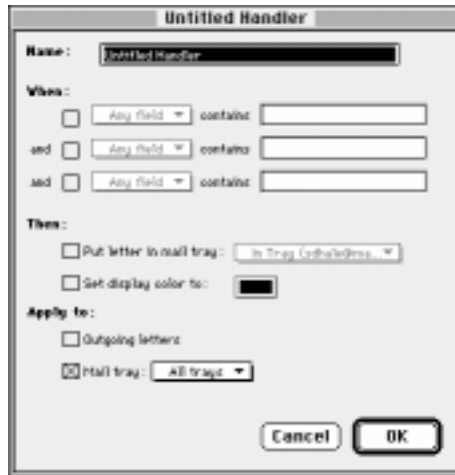
4   **Type a name for the handler in the Name box.**

5   **Click a checkbox in the When section to put an X in it.**

At least one When specification must be complete for a handler to work.

6   **Open the pop-up menu and choose a field.**

Cyberdog looks in this field for the word or phrase you enter in the adjoining "contains" text box.

7   **Type the word or phrase you want Cyberdog to look for in the "contains" text box.**

The more specific you are, the fewer situations the handler applies to.

If you want, repeat this step for one or two more When specifications.

8   **Click the checkbox labeled "Put letter in mail tray" to put an X in it.**

9   **Choose the mail tray where you want this handler to put messages from the pop-up menu.**

10   **Click the checkbox labeled "Set display color to" to put an X in it.**

11   **Click the color box to choose a color for the messages you have specified in this new mail handler.**

12   **To make this handler apply to outgoing mail, click the "Outgoing letters" checkbox to put an X in it.**

13   **Click the checkbox labeled "Mail tray" to put an X in it.**

14   **Choose the In Tray whose messages you want this handler to apply to from the pop-up menu.**

15   **Click OK.**

You can make the handler take effect immediately on any messages in a mail tray that meet the handler's specification. With the mail tray open, choose Select All from the Edit menu. Then choose Apply Handlers To Selection from the Mail/News menu.

For additional information about mail handlers, see the "Organizing Mail" topic area of Cyberdog Guide, available in the Guide (⍰) menu when Cyberdog is active.

Creating a new letterhead

A letterhead is a reusable message template. A letterhead can have all its addressing boxes filled in, message text already written for form letters, and signature text at the bottom containing special information, such as your postal mailing address or telephone numbers.

To create a new letterhead:

1   **Choose New Message from the Mail/News menu.**

2   **Enter the information you want to appear in your Letterhead.**

For instance, enter a subject and the text you want to appear in the content section.

3   **Choose "Save as Letterhead" from the Message menu.**

The following dialog box appears:

4   **Enter the name of the new letterhead.**

5   **If you want the letterhead you are creating to be the default letterhead, click the checkbox.**

6   **Click OK.**

Adding, deleting, and renaming addresses

A Cyberdog notebook can hold e-mail addresses as well as URLs.

Follow these steps to add an address to a notebook:

1   Open the notebook you want to use.

You can open a notebook in any of these ways:

- Click the Notebook button in the Cyberdog Tour window.
- Choose Open Document from the File menu and select a notebook to open.
- Choose Windows from the Cyberdog menu, then choose Show Default Notebook from the submenu.
- Double-click the Notebook icon in your Cyberdog 2.0 folder.

2   Drag an address from an open e-mail message to the appropriate category of the notebook.

Alternatively, you can choose "Add E-mail Address to Notebook" from the Mail/News menu and then type the address.

To delete an e-mail address or other entry from the notebook, use any of these methods:

- Drag the notebook item to the Trash.
- Select a notebook item and press the Delete key.
- Select a notebook item and choose Delete *Item* from the Edit menu.

To rename an e-mail address or other notebook item:

1   Select the name of the item you want to rename.

2   Choose Rename *Item* from the Edit menu.

You cannot rename a notebook item by selecting it and typing over it.

3   Type the item's new name.

For additional information about notebooks, see the "Saving & Organizing Addresses" topic area of Cyberdog Guide, available in the Guide (⍰) menu when Cyberdog is active.

Importing addresses from mail programs

You can import Eudora or Claris Emailer e-mail addresses directly into Cyberdog.

IMPORTANT To import Claris Emailer addresses, you must open Claris Emailer and export the addresses before you begin.

1   **Open a Cyberdog notebook.**

2   **Choose Import Items from the Notebook menu.**

3   **Choose Eudora Nicknames or Emailer Addresses from the Import Items submenu.**

4   **Locate and select the e-mail address file you want to import, then click Open.**

The addresses are automatically added to the notebook.

5 Using Other Internet Services

In addition to the Web and e-mail, Cyberdog offers access to these Internet services:

- newsgroups, worldwide public discussion groups for debating issues and for exchanging information
- FTP (File Transfer Protocol), which enables you to exchange files with computers on the Internet and sometimes to retrieve programs that more general Internet software cannot
- Gopher, which allows you to find and access files anywhere on the Internet
- Telnet, which enables you to connect to a remote computer

Participating in newsgroups

You can subscribe to a newsgroup for almost any topic imaginable (there are over twenty thousand distinct newsgroups), and you can read, respond to, and create your own messages.

Each newsgroup is composed of a series of electronic messages (called articles) on a given topic. The article themes (which Cyberdog and many other news readers call *threads*) can be anything related to those topics.

With Cyberdog, you can read the articles in any newsgroup and respond to them by sending e-mail to the entire newsgroup or to the article's author (known as the *poster*). In most newsgroups, you can also respond by "posting a follow-up"—that is, publishing your own article. Additionally, you can start your own discussion, or "initiate a thread." And you can even propose a topic for an entirely new newsgroup.

For additional information about news, see the "Reading News" and "Posting News" topic area of Cyberdog Guide, available in the Guide (❷) menu when Cyberdog is active.

IMPORTANT The group news.announce.newusers is the first newsgroup to which you should subscribe. Read the articles in this newsgroup before you post an article of any type, or even respond to an article by e-mail. These articles are written and updated by extremely experienced newsgroup users and present excellent suggestions for participating in newsgroups. Articles in this newsgroup are updated and reappear often, most on a monthly basis.

Most Internet access providers don't carry all the newsgroups available because there are so many of them. Currently there are well over 10,000 newsgroups worldwide (not counting newsgroups restricted to smaller communities, colleges and universities, and corporations), and newsgroups are constantly being created and abandoned. A new one is created when enough people feel the need for it; an old one goes out of existence when people stop posting articles to it.

Understanding newsgroup names

You can tell what a newsgroup is about by examining its name. When a name has more than one part to it, the parts are separated by periods, and go from most general to most specific, left to right. For example, the newsgroup soc.culture.ecuador covers social topics ("soc") having to do with the customs, habits, arts, and day-to-day life ("culture") of the people of Ecuador.

The first word in a newsgroup's name is considered the top-level hierarchy name, which indicates the newsgroup's main subject matter. Cyberdog displays this hierarchy the same way files are displayed in the Mac OS file system. Each category has a triangle next to its name, as does a Mac OS folder. Clicking that triangle shows its contents. Clicking the triangle again closes the category.

The following is a list of some of the most widely read or important hierarchies. Some of these newsgroups may not be available to you.

Hierarchy	Subject matter
alt	Unrestricted, often controversial subjects such as sexuality, drugs, and politics (not all groups carried by all sites)
biz	Business topics, product reviews, demonstration software
comp	Topics in the world of computers
hiv	Information about HIV and AIDS
k12	Kindergarten through grade 12 educational curriculum, classroom projects, language exchanges with native speakers, general "kid-to-kid" chatting
misc	Themes not easily categorized under other hierarchies
news	Groups concerned with newsgroups
rec	Recreational pursuits, arts, and hobbies
sci	Research findings in, discussions about, and applications of recent discoveries in the established sciences
soc	Social issues and socializing (not all groups carried by all sites)
talk	General discussions of a freewheeling nature on every topic (not all groups carried by all sites)

Private newsgroup servers: Some newsgroups are not publicly available and appear only on a single server. For example, a company might set up newsgroups accessible only to employees or only to members of a particular work group. The Cyberdog newsgroups listed in your First Notebook are available only from the news server at cyberdog.apple.com.

To see all the newsgroups your Internet Service Provider (ISP) provides, choose Show News Groups from the Mail/News menu. For more information on newsgroup names, see the article "Guidelines on Usenet Newsgroup Names" in the newsgroup news.announce.newusers.

Newsgroups for Macintosh users

Many newsgroups are of interest to Macintosh users.

The following list, while not exhaustive, presents a sample of what's available for users at all levels of expertise.

alt.sys.mac.newuser-help

New users ask questions here, and experts (and sometimes other new users) answer them.

aus.computers.mac

Australians swap all manner of Macintosh information here. While some topics apply only to local people ("Is there a decent software store in Sydney?"), most are more general.

biz.marketplace.computers.mac

One of many groups set aside for buying and selling, this newsgroup contains listings of new and used hardware and software for sale or trade. Be sure to read the FAQs before you post an article or purchase an item.

comp.binaries.mac

This group contains software that you can download and use. You may be expected to send a small payment to the author after you've used the software for a while and decided to keep it.

> **WARNING** Some software in the comp.binaries.mac newsgroup is in a developmental rather than finished stage. Software that is in a developmental stage may "freeze" your computer system. In such a case you'll have to restart your computer, and any unsaved changes to open files will be lost. Apple Computer, Inc., does not guarantee or provide technical support for any of the software in this or any other newsgroup.

comp.sys.mac.∗

The comp.sys.mac.∗ newsgroups concern themselves with all manner of things Macintosh, and are all highly recommended. (The asterisk [∗] is a "wild card" character and stands for any word that specifies a particular group.) There are currently about 30 such newsgroups. Names include comp.sys.mac.games, comp.sys.mac.hypercard, comp.sys.mac.portable, and comp.sys.mac.printing. The newsgroup comp.sys.mac.comm is likely to have discussions about Cyberdog.

cyberdog.∗

The cyberdog.∗ newsgroups provide discussion space for Cyberdog issues. Newsgroups include cyberdog.announce (information about new Cyberdog releases, documentation upgrades, and the like), cyberdog.general (general discussion of Cyberdog issues), cyberdog.hi-features (human interface issues and suggestions), and cyberdog.programming.

Note: Cyberdog newsgroups are not available through your Internet access provider. They are available only through the cyberdog.apple.com news server. Access to this server is already set up for you in the News Groups window.

fj.binaries.mac

This group is like comp.binaries.mac, except in Japanese. In most cases, you need to have a set of Japanese-language fonts installed on your computer to read these articles.

fr.comp.sys.mac

This group contains articles about all manner of Macintosh issues in French.

misc.forsale.computers.mac-specific.∗

Like biz.marketplace.computers.mac, this series of groups contains listings of new and used hardware and software for sale. There are separate groups for video cards, portable computer systems, software, and more.

tamu.micro.mac

This group has Macintosh-related information of interest to students at Texas A&M University. There are many hierarchies of special interest to the students and faculty of individual universities (such as "ucb" for the University of California at Berkeley and "osu" for Ohio State University) and geographic areas (such as "ba" for the San Francisco Bay Area and "nyc" for New York City).

Setting up Cyberdog for news

To send news, you must configure the Mail & News Setup dialog box as described in the section "Setting Up Cyberdog for E-Mail" in Chapter 4.

To read news, you may want to add a news server, set the distribution for posted articles, and set the number of articles to download, as follows.

1   **Choose Mail & News Setup from the Mail/News menu.**

2   **Click the News icon.**

3   **If you want to add a news server for your Internet Service Provider (ISP) account, company, or school, click the Add button under Servers.**

The "Add a news server" dialog box appears.

4   **Enter the name of the news server.**

5   **If the news server you're adding requires authentication, enter your user name and password.**

You will be provided with a user name and password if your news server requires authentication.

6   **If you want to save your password, click Save Password.**

If you click Save Password, you won't have to enter your password each time you connect to the news server.

7   **Click OK.**

8   **Type the distribution for articles that you post in the "Distribution for posted articles" box, or choose an entry in the pop-up menu.**

If you usually want the articles that you post to be distributed worldwide, choose "global." If you want them to be seen only by people who receive news from the server the articles are posted to, choose "local."

9   **Type the number of articles you want Cyberdog to download when you open a newsgroup.**

Choosing a smaller number will speed up the download process but you may not see all of the articles in the newsgroup.

Finding newsgroups

You can find newsgroups you are interested in by browsing through the newsgroups list or using the search window. If you already know the name of the newsgroup you're interested in, you can go directly there by entering the URL.

To find newsgroups by browsing through the newsgroups list:

1   **Choose Show News Groups from the Mail/News menu.**

2   **Double-click the icon of the newsgroup you want to use.**

You may need to open a number of hierarchy folders to find the newsgroup you're interested in.

After a few moments, the newsgroup you've chosen opens in a new window. The following illustration shows a list of typical articles and threads from the newsgroup.

The total number of articles in the newsgroup and the number of articles unread.

The triangle means that this thread has several messages.

The number of articles in that thread.

To find newsgroups using the search window:

1   **Choose "Search for News Groups" from the Mail/News menu.**

2   **Type a single word that indicates the topic you're interested in in the "Search for" box.**

Cyberdog looks for all newsgroup names that contain the topic word and displays them in the Search window.

3   **To open a newsgroup, double-click the newsgroup name in the list.**

To find newsgroups by entering the newsgroup URL:

1   **Choose Connect To from the Cyberdog menu.**

2   **Type the URL for the newsgroup in the "Connect to URL" box.**

Reading articles in a newsgroup

You read an article by double-clicking its icon in a newsgroup's
window. The article appears in a message window, for example:

Move through all messages.

Move to previous
and next topics.

Number of articles
in this topic.
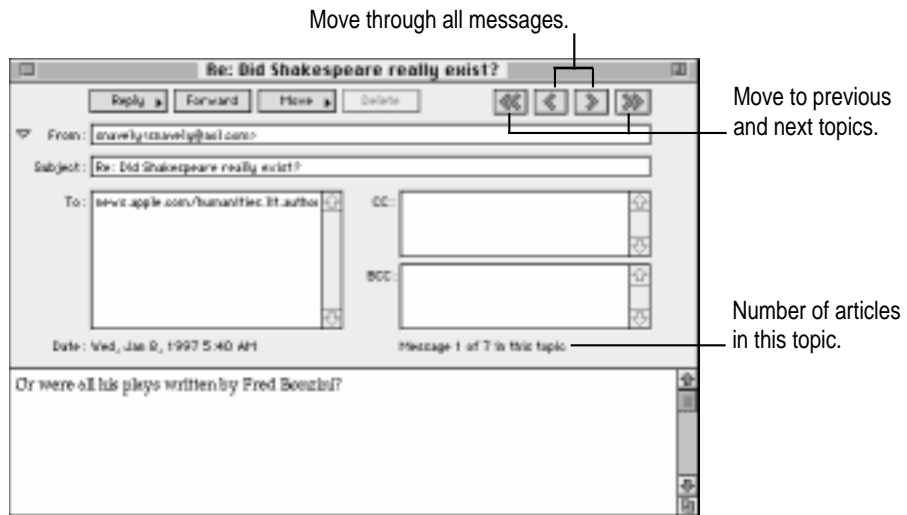
A thread is an ongoing discussion of a basic theme. In a newsgroup, a
discussion thread appears as a series of articles. The name of the
original article in a thread, preceded by "Re:", is nearly always used as
the name of subsequent articles in the same thread. To read the next
article in a thread, click the triangle next to the first article to make the
triangle point downward. Then double-click the next article to read it.

Note: Some newsgroups are designated as special places to distribute
binary files, such as pictures or programs. You can identify these groups
because their names usually end in ".binaries". To download a binary
file, choose Download Binaries from the Message menu.

Subscribing to a newsgroup

Once you locate a newsgroup that you're interested in, you subscribe to it—that is, you drag its icon to a notebook. Whenever you want to read articles in that group, you double-click its icon and the newsgroup opens.

Cyberdog keeps track of the articles you've already read so that you don't have to sift through them again each time you open a newsgroup.

Posting news

To publish an article in a newsgroup:

1 **Choose New Message from the Mail/News menu.**

2 **Make sure the From box includes the name you want to use, a space, and your e-mail address enclosed within angle brackets.**

If the information is not there, enter it manually.

3 **Type the subject of the article in the Subject box.**

4 **Enter the name of the newsgroup or newsgroups to which you want to post the article.**

You can also send copies of the article to individuals by entering e-mail addresses into the To, CC, and BCC boxes.

5 **Type your article into the content section, dragging the icons of any files you want to include into this section.**

6 **Edit the article as necessary.**

Remember that thousands of people may read your message.

7 **Send your article.**

To send your article immediately, click the Send Now button at the top of the Message window. You can also click the Send Later button. When you are ready to send the message, select the message in the Out Tray then open the Message menu and choose Send Now.

Transferring files with FTP

You use FTP (File Transfer Protocol) to exchange files with computers on the Internet.

For additional information about FTP, see the "Transferring Files With FTP" topic area of Cyberdog Guide, available in the Guide (②) menu when Cyberdog is active.

Connecting to an FTP server

To connect to an FTP server:

1 **Choose Connect To from the Cyberdog menu.**

2 **Click the FTP icon.**

3 **Type the name of the FTP server you want to connect to in the Host box.**

4 **If you want to connect to a specific directory or file, enter the path in the Path box.**

If you're not certain, leave it blank.

5 **If you have an account at the FTP server, click Registered User.**

Otherwise, click OK.

6 **If you selected Registered User in step 5, type your user name and password and click OK.**

If you want Cyberdog to remember your password (and avoid having to retype it each time you connect to this location), click the "Save password" checkbox to put an X in it.

7 **When the FTP server appears, browse through directories by double-clicking them.**

Look for files with names such as "Read Me" or "File organization" for information about how to find items that interest you or about the most appropriate places to store files.

To easily reconnect to this FTP server later, you can save its address icon by dragging the address icon in the upper-left corner of the FTP window to a notebook, a folder, or the desktop.

Getting a file from an FTP server

To get a file from an FTP server:

1   **Open the FTP server you want to work with.**

2   **Locate the item or items you're interested in and drag them to your hard disk.**

You can also choose Get Items From Server from the FTP menu.

As you're downloading a file, a progress bar at the lower-right corner of the window indicates how much of the file remains to be downloaded before the transfer is complete. You can cancel the download by clicking the running dog icon at the lower-left corner of the status window.

Anonymous FTP archives

Anonymous FTP archives are collections of files to which you can gain access without an assigned password. Such files include application software, graphics, collections of sounds, and databases. These archives are often maintained by universities, government agencies, and large computer companies.


Many computer sites allow access to their files only if you have a user ID (also called a login name) and a password assigned by the site administrator. Anonymous FTP archive sites, however, accept the word "anonymous" as the user ID and your e-mail address as the password.

Technical support may be available: Although Apple Computer, Inc., does not provide technical support for any software you may retrieve, the software's creators sometimes provide technical support. See the documentation that comes with the software.

Why do they do it? Site administrators often find it more convenient and practical to maintain anonymous FTP archives than to set up password accounts for everyone who might have a legitimate need to access certain files. Computer companies, for example, might want to allow customers free access to system software updates and bug fixes, while universities might want students to get online catalogs and class schedules easily. (The Cyberdog software you downloaded from cyberdog.apple.com was actually at an FTP site.)

Restrictions

The administrators of anonymous FTP sites (the computers where the archives are stored) often place restrictions on using their archives. You have access to the files only in certain folders (called *directories* on most Internet systems), and there may be limits on the number of files you can retrieve (download) or the amount of time you can spend connected to a site. To see what restrictions apply, open the FTP menu and choose Show Server Messages. You'll see a window like the one in the following illustration.
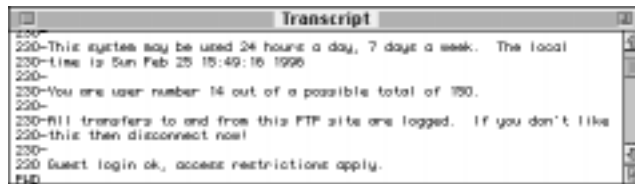
Many sites do not allow you to transfer any files from your computer to the archive (upload). Still, because all the files that you download are either free or extremely inexpensive, anonymous FTP is the best deal on the Internet.

Finding FTP sites

You can use the Cyberdog Internet Search page to locate FTP sites.
Follow these instructions:

1   **Open the Cyberdog Tour window and click Search.**

When the Search page opens, you might want to drag the Internet
Search icon at the top-left corner of the window to your notebook.
Most people find that they use Search quite often.

2   **Type `Mac "anonymous FTP"` in the Search field and press Return.**

Remember to type the quotation marks around the phrase
"anonymous FTP."

3   **Click a site name.**

You may have to investigate a number of sites before you find one that
you like.

You can be specific in your searching: You can also use a search engine
to find a specific file or file type. Instead of searching for anonymous
FTP, search for Compression Software and see what happens.

You'll find a list of useful FTP sites on Cyberdog's World Wide Web
home page. You can reach that page by clicking the Explore button in
the Cyberdog Tour window, or by connecting directly to the Internet
address http://cyberdog.apple.com.

Finding files in an archive

Many FTP sites have files with titles such as Read Me and Directory
Listings that provide hints about searching the archives. (You can't use
application software from your computer's hard disk to locate files at
the anonymous FTP site.) Additionally, many sites have Welcome
messages that appear when you first connect, giving additional hints
about where to look.

In the worst case, you'll have to browse through directories until you find what you want, using the directory names themselves as hints. Start with the directories named "mac" or "pub" (short for "public"). Browsing directories is simple; you double-click a folder to open it, just as you do in the Finder. Files and subfolders are always listed alphabetically, as if "by Name" were chosen in the Finder's View menu.

To download a file, just drag its icon to your desktop or hard disk. The file is copied to your computer.

Using Gopher

You use Gopher to find interesting files no matter where they are on the Internet. Gopher is like FTP in that you can use it to retrieve files; but while FTP can only show lists of files that are on the host computer to which you're connected, Gopher can show lists of files that are on many computers.

Typical Gopher lists are arranged in hierarchies with each folder named for its content. Using Cyberdog, you browse through folders until you find the file that interests you. Then you double-click its name to read it or drag it to the desktop to download it.
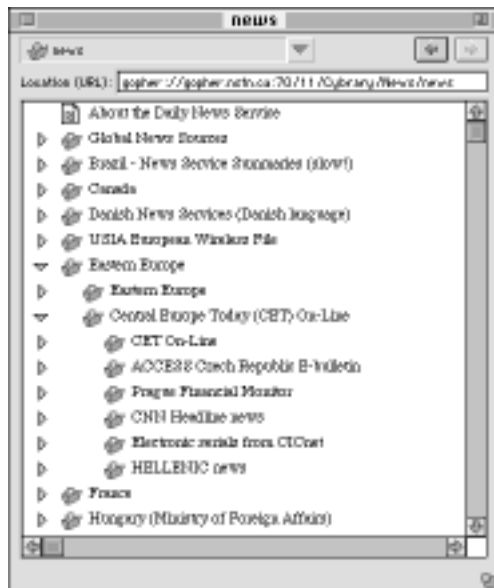
For additional information about Gopher, see the "Transferring Files With Gopher" topic area of Cyberdog Guide, available in the Guide (ⅆ) menu when Cyberdog is active.

Connecting to a Gopher server

To connect to a Gopher server:

1   **Choose Connect To from the Cyberdog menu.**

2   **Click the Gopher icon.**

3   **Type the name of the Gopher server you want to connect to in the Host box.**

4   **If the Gopher server requires you to connect to a specific port, enter the name or number of the port.**

If you're not certain, leave it blank.

5   **Click OK.**

6   **When the Gopher server appears, browse through directories by double-clicking them.**

Look for files with names such as "Read Me" or "File organization" for information about how to find items that interest you or about the most appropriate places to store files.

To easily reconnect to this Gopher server later, you can save its address icon by dragging the address icon in the upper-left corner of the FTP window to a notebook, a folder, or the desktop.

Getting a file from a Gopher server

To get a file from a Gopher server:

1   **Open the Gopher server you want to work with.**

2   **Locate the item or items you're interested in and drag them to your hard disk.**

You can also choose Get Items From Server from the Gopher menu.

As you're downloading a file, a progress bar at the lower-right corner of the window indicates how much of the file remains to be downloaded before the transfer is complete. You can cancel the download by clicking the running dog icon at the lower-left corner of the status window.

Using Telnet

You use Telnet to log onto other computers so that you can use their programs and data as if those items were on your own hard disk. Many libraries, for instance, have electronic (online) card catalogs that you can access by using Telnet software. There are a variety of other specialized databases that you can access through Telnet.

For additional information about Telnet, see the "Logging in to Remote Computers" topic area of Cyberdog Guide, available in the Guide (②) menu when Cyberdog is active.

Connecting to a Telnet site

To connect to a Telnet site:

1   **Choose Connect To from the Cyberdog menu.**

2   **Click the Telnet icon.**

3   **Type the name of the Telnet site you want to connect to in the Host box.**

4   **If the Telnet requires you to connect to a specific port, enter the name or number of the port.**

If you're not certain, leave it blank.

5   **If the site you connect to requires a special kind of terminal, select the text in the Terminal Type text box and enter a new terminal type.**

The default terminal type works with most Telnet sites.

6   **To change the settings for the selected terminal type, click Terminal Configuration and choose the settings you want. Then click OK.**

7   **Click OK.**

8   **When the session window opens, follow the instructions you see on the screen.**

If you don't see any instructions, try logging in with the name "guest." If that doesn't work, you may need an account and a password to access the site. Contact the site's administrator for information.

Note: To easily reconnect to this Telnet site, click in the Telnet window. Then choose "Add Window to Notebook" from the Cyberdog menu. The address icon is added to your default notebook, and you can drag it to a folder or the desktop.

About file suffixes

You may need to decompress downloaded files before you use them. Files stored in archives are often compressed in order to save space. Such files end in a one-, two-, or three-letter suffix preceded by a period (for example, "pictures.sit" or "files.hqx").

Many compressed files are automatically expanded by your software. You may need to expand others yourself with special software. Software for expanding compressed files is often available at the same site that holds the compressed files you were originally looking for. (See "Finding FTP Sites," earlier in this chapter.)

About shareware

Shareware is software that you use on approval. Unlike demoware, shareware is a complete software package. You get all the features, not just a sample. After you use the software for a while, the author expects you to send payment or to throw the software away. Shareware is usually quite inexpensive.

6 Accessing AppleTalk Networks

Cyberdog's AppleTalk browser allows you to access AppleShare and other AFP (AppleTalk Filing Protocol) servers. AppleShare URLs can be used to open documents, launch applications, and open folder windows on remote volumes. These URLs can also be added to Cyberdog notebooks or embedded in Cyberdog custom documents for later use.

For additional information about accessing AppleTalk networks, see the "Accessing AppleTalk Network" topic area of Cyberdog Guide, available in the Guide (⌥) menu when Cyberdog is active.

Browsing AppleTalk networks

The AppleTalk browser gives you access to zones and servers on your local area or wide area AppleTalk network. In Cyberdog, AppleTalk zones and AppleShare file servers have their own URLs. Just like standard Internet URLs, these URLs can be added to Cyberdog notebooks, HTML Web pages, and Cyberdog custom documents.

Accessing AppleTalk zones and AppleShare file servers

IMPORTANT To see anything in the browser window, your computer must be connected to an AppleTalk network and AppleTalk must be active.

1 **Open the AppleTalk browser.**

Use one of these methods:

- Click the AppleTalk button in the Cyberdog Tour window.
- Double-click the AppleTalk Network listing in the notebook.
- Choose Connect To from the Cyberdog menu, click the URL icon, and type the URL

  ```
  at:
  ```

A window similar to the one shown below appears, which is a list of zones for the AppleTalk network to which you are connected. (This is the list you get when you open the Chooser and select the AppleShare icon.)
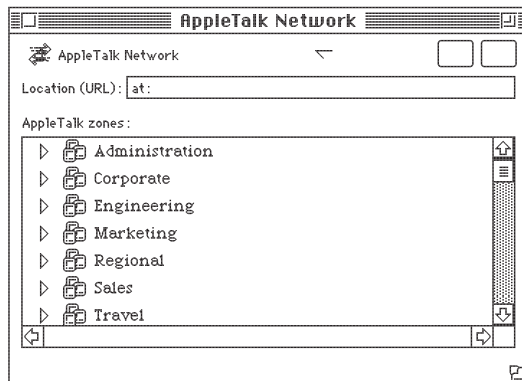
2   To see the AppleShare file servers in a zone, click the triangle next to the zone.

The window below shows the AppleShare file servers in the
Marketing zone.
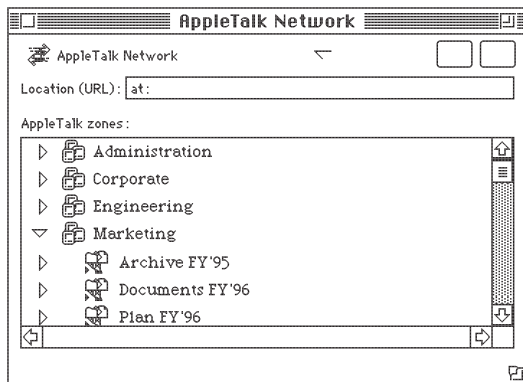
3   To connect to a file server, click the triangle next to the server.

The authentication dialog box appears.
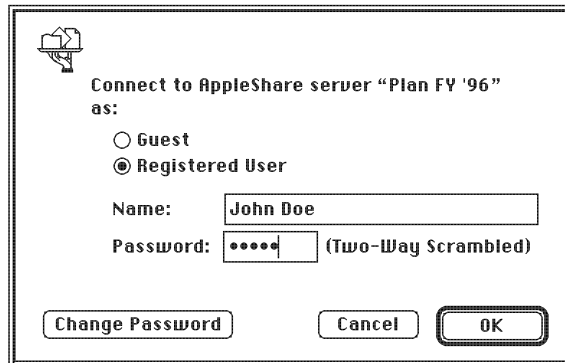
4   Log onto the file server.

Once you gain access to the server, you see a list of available volumes.
Double-clicking connects you to the volume and opens its window in
the Finder.

Using AppleTalk and AppleShare URLs

AppleTalk and AppleShare URLs can be used just like standard Internet URLs. For example, you can put links to AppleShare file servers on the same HTML Web page as links to Internet resources. However, only people who browse the Web using Cyberdog will be able to connect to servers with AppleTalk and AppleShare URL links. For more information on using AppleTalk and AppleShare URLs in HTML Web pages, go to http://cyberdog.apple.com and click the AppleTalk Browser link.

You can enter URLs to access your AppleTalk network at any level from zone to file. The following list shows which URLs match which levels:

- **AppleTalk network URL** at: (the letters "at" followed by a colon)
- **AppleTalk zone URL** at://Zone Name
- **AppleTalk local zone URL** at://*
- **AppleShare file server URL** afp:/at/Server Name:Zone Name
- **AppleShare volume URL** afp:/at/Server Name:Zone Name/Volume Name
- **folder URL** afp:/at/Server Name:Zone Name/Volume Name:Folder Name
- **file URL** afp:/at/Server Name:Zone Name/Volume Name:File Name

You can enter authentication information in any AppleShare URL. For example, you can allow guest access to an AppleShare file server URL as follows:

- afp:/at/guest@Server Name:Zone Name

You can add a user name and password to a file server URL as follows:

- afp:/at/user name:password@Server Name:Zone Name

You can add AppleTalk URLs to a notebook exactly as you add Web page URLs.

1   **Open a notebook.**

2   **Choose New Item from the Notebook menu.**

3   **Type the URL and click OK.**

Adding AppleTalk and AppleShare URLs to cyberdocuments

You can use the AppleTalk browser and AFP URLs to create unique ways to access your AppleTalk network's resources. Cyberdocuments and web pages can embed AppleTalk browser and URL links to your local AppleTalk network, providing access to zones, servers, volumes, and files. See Chapter 7 of this manual, "Creating Cyberdocuments," for more information.

7 Creating Cyberdocuments

With DocBuilder, you can quickly and easily create customized access to Internet or intranet resources. DocBuilder is an application provided with Cyberdog that you can use to create cyberdocuments, an entirely new kind of multimedia document based on Apple's new LiveObjects (OpenDoc) technology. Cyberdocuments can include text, graphics, and Internet information. You can embed Cyberdog parts that access Web pages, FTP servers, Gopher servers, AppleTalk networks, AppleShare servers, newsgroups, and Cyberdog mail trays in cyberdocuments. Links can be to Internet resources, intranet resources, or files on your local hard disk or network.

DocBuilder is similar to a drawing application. If you've used a drawing application before, you'll recognize the tools. If not, you'll find them easy to learn.

This chapter takes you through the building of a sample cyberdocument, giving a glimpse of all the features available.

For additional information about cyberdocuments, see the "Creating Cyberdocuments" topic area of Cyberdog Guide, available in the Guide (⌘) menu when Cyberdog is active.

Unique cyberdocument features

Cyberdocuments can serve many of the same purposes as a Web page, but they are not the same:

- Cyberdocuments are Macintosh files that you create on your desktop, not HTML Web pages that reside on a remote Web server.

- You can embed information from multiple Internet sources, including newsgroups, mail, and AppleShare servers, with single-click access to all sources.

- You can add URLs, text, and graphics to cyberdocuments.

- You can provide live views that show the actual content of Internet sites.

- Cyberdocuments can be accessed only by Cyberdog users, and each user must have a copy on his or her computer to access the document.

Using DocBuilder

This section introduces you to the basic DocBuilder controls. You'll save time and trouble if you familiarize yourself with the following information before building your first cyberdocument.

Selecting and editing

There are two types of selection. When you click a part such as a button, a dotted frame appears. This indicates that the part is "active," meaning that you can edit its contents. Any DocBuilder Tools palettes that are open disappear when the part is active, as do the Layout and Page menus. At the same time, the part's unique menu becomes available, indicating that control has passed from DocBuilder to the part itself (for instance, when you click a button, the CyberButton menu appears).

When you click outside an active button or other part, dark squares, or handles, appear on the corners of the button, indicating that the part is selected.
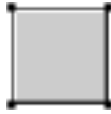
While the part is selected, you can resize the part by dragging one of the handles. You can also select multiple parts by Shift-clicking and then align, move, or do other operations with the parts as a group. If you have trouble selecting a part, try clicking and dragging around it to select it.

Deleting

You can delete objects by selecting them and pressing the Delete key. You can also use Cut or Clear in the Edit menu.

Making documents editable or uneditable

You use layout mode to create your cyberdocument. When the document is set to layout, you can add parts, edit text, resize and move parts, link buttons, and drag in Internet address icons to create new viewers (in layout mode, a grid of dots appears within the document).

Run mode is somewhat analogous to read-only. In run mode, you can only select and change those objects that were set "Editable in Run Mode."

To make a part within a cyberdocument unchangeable by the user, select the object (so the dark square handles show) and choose "Editable in Run Mode" from the Layout menu. The checkmark by the menu item disappears, indicating that the selected DocBuilder part is no longer editable in run mode. You can select multiple objects (by Shift-clicking or by dragging a selection box) and change all of them at once. When a part is not editable in run mode, the user can't edit the item in any way, so if you want users to have the option of changing a button, notebook, or other part within the cyberdocument, be sure to leave it set to "Editable in Run Mode." Generally, you should set decorative items, such as text labels, pictures, and other graphics, to be not editable in run mode. Graphic objects created with the DocBuilder Tools palette are never editable in run mode.

Saving a document as run-only

When you save a cyberdocument you've set to run mode, anyone who opens it can use the Tools palette or Edit menu to change it back to layout mode. The Save as Run Only option in the File menu "locks" the document, so that it can't be changed back to layout. Before saving a document as run-only, you should also save an editable version. If you save a document as run-only and later need to edit it, you can open a new cyberdocument and drag the run-only document icon into the new document.

Options for linking a button

You can create a link to a button by dragging the address icon onto the button from your Log, a notebook, or the desktop. You can also create a link by using Link To in the CyberButton menu. This method lets you link to your Log, your default notebook, and any URL.

Adding text to a button

To put text on a button, first create the text using a drawing or painting program. The text is now the same as a picture. It can be worked with inside cyberdocuments or added to cyberbuttons exactly as any other picture. You can also also type a label on the button using the Label option in the CyberButton menu.

Adding graphics and text to a cyberdocument

You can often drag graphics or text directly from another open application into DocBuilder. Normally, when you drag something in from the Scrapbook, you see a light blue border around the cyberdocument, indicating that it's accepting the object. If DocBuilder doesn't accept the dragged item, the item zooms back to its original place. If the item is rejected, either drag or copy and paste the item into the Scrapbook before dragging it into DocBuilder, and check that the cyberdocument is set to Layout (in layout mode, a grid of dots appears within the document).

Creating a scrolling text box

You can create scrolling text boxes in DocBuilder. If you create such a box, be sure to leave that part editable; otherwise the user won't be able to scroll the box. If you include a large amount of text in a box and don't want the user to be able to change the text, you need to use small enough fonts and create a text field large enough for the user to view the entire passage without scrolling.

Including existing text

If you have previously written text you want to include in a cyberdocument, one option is to copy the text from its original document and paste it into the cyberdocument. Another option is to drag a file that's been saved as text-only from your desktop into the cyberdocument. DocBuilder creates a text viewer and displays the text.

Both methods of including text cause most of the formatting to be lost; only default tabs, spaces, and styling are saved. Once the text is in DocBuilder, you can edit it, format it, and add additional styling.

Note: Cyberdog cannot show transparent text. You can achieve this effect by putting the text inside a white fill rectangle, or by using a draw or paint program to create the background you need.

Controlling navigation in embedded browsers

If you embed a browser window "as is," it will contain its full header with a variety of navigation options. Some of these options may not be appropriate for your purposes. You can use the Navigate menu to determine what header information appears. The settings you make with the Navigate menu apply only to the selected browser.

Creating a cyberdocument

This section takes you step by step through the process of using DocBuilder to create a custom cyberdocument that includes a button linked to a Web site and an embedded Web browser.

1   **Open the Samples and Tools folder.**

2   **Double-click the Cyberdog DocBuilder icon.**

The DocBuilder layout window opens. The grid of dots, which serves as a reference grid for aligning items, indicates that this is a layout document (as opposed to a run-only document, which is "locked" to prevent it from being edited). A run-only document window has no grid of dots. To make the document run-only, click the running dog on the Tools palette. Clicking the lying-down dog changes the document back to layout, making it editable. You can also change between layout and run modes using the Layout/Run Mode command in the Edit menu.

Two tool palettes also open: DocBuilder Tools and Cyberdog Parts. If these palettes are in your way, you can move them to a different location on your screen, or close and reopen them when needed using the Hide/Show DocBuilder Tools and Hide/Show Cyberdog Parts commands in the Layout menu.
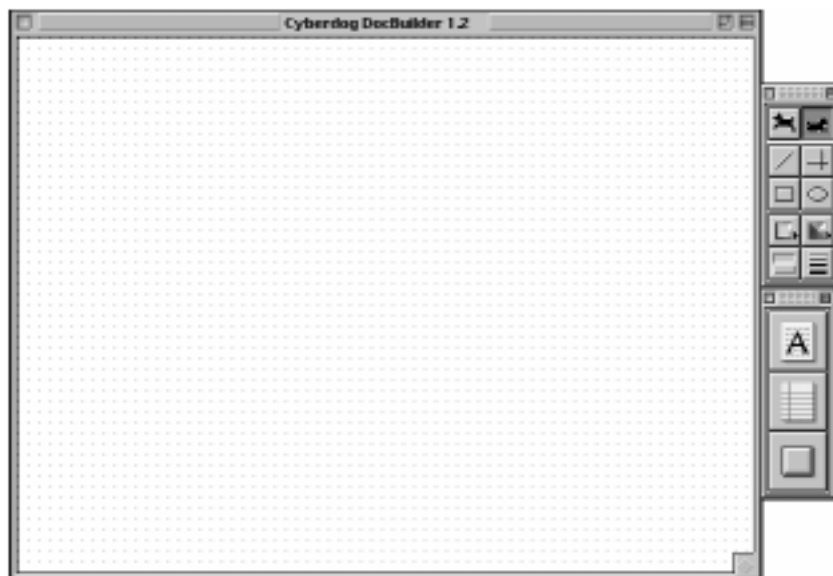
3 **Add a graphic to the top of the document by opening the Scrapbook (from the Apple [] menu), selecting any picture in it, and dragging the picture into the open document.**

You can also copy the picture and then paste it into the cyberdocument.

4 **Center the graphic at the top of the cyberdocument.**

The picture will appear in the selected state (clicking anywhere within the picture puts it into its editable state). Drag or resize the picture while it is in the selected state and without releasing the mouse button. If you click and release the mouse button, you put the picture into its editable state and the resize and drag functions will not work.

5 **Select the text tool by clicking the icon marked with an A on the parts palette.**

6 **Move the pointer to the location where you want to place the text.**

The pointer changes to a crosshair.

7 **Create the text area by dragging the crosshair while holding down the mouse button.**

The text box initially appears in its selected state so that you can reposition and size it. To put it into its editable state, allowing you to add text, click anywhere inside the box. The dotted border appears, as does a blinking insertion point.

8 **Type the text.**

9 **Change the font, color, and size to your liking.**

Use the commands in the Text menu to change the size, style, font, and color. You can apply style to any part of the text or all of the text, depending on what you select.

10 **Resize the text box as needed to fit the text.**

To resize the text box, click the gray border. Dark square handles appear on the corners of the button, indicating that the text box part is selected. While the part is selected, you can resize it by dragging one of the handles so that all the text appears.

11 **Add a button to the document by clicking the button icon in the parts palette and dragging it into position in the DocBuilder window.**

As you drag the button from the parts palette over the DocBuilder window, the pointer changes to a crosshair. You can also create a button by clicking the icon and then dragging the crosshair, just as you did to create a text box.

12 **Adjust the size of the button as desired.**

Dark square handles appear on the corners of the button, indicating that the part is selected. While the part is selected, you can resize the part by dragging one of the handles. You can also select multiple parts by Shift-clicking and then align, move, or do other operations with the parts as a group.

13 **Add a graphic to the button by dragging one from the Scrapbook.**

If the graphic needs to be resized, you need to use a paint or draw application before you place the graphic in DocBuilder.

You can use an embedded picture to decorate your cyberbutton:

a. Put the picture into its editable (dotted border) state.

b. If necessary, resize the picture using the Picture menu that appears when the picture is in an editable state.

c. Drag a selection rectangle inside the dotted border to select all or part of the picture.

d. Use the Copy and Paste commands or just drag the selection to the cyberbutton.

You can have the icon of the item it points to appear on the button by choosing Show Icon from the CyberButton menu. Or you can type a label on the button using the Label option in the CyberButton menu.
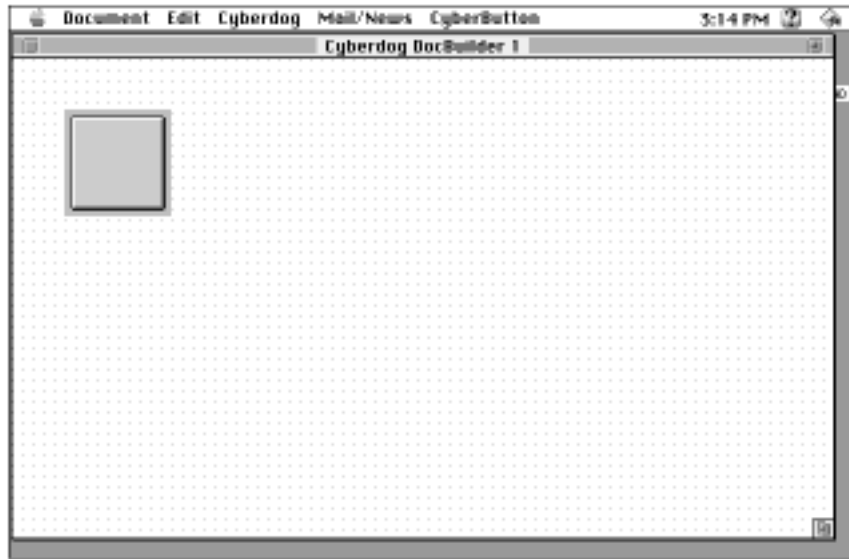
14   **Set a color for the button using the CyberButton menu.**

You can assign a color or make the button clear so that background pictures can appear through it.

15   **Link the button to an Internet site by dragging an address icon from the desktop, the Log, or any Notebook to the button. You can also use the "Link to" items in the CyberButton menu.**

The address icon might be at the upper-left corner of a browser window, in the Log, in a notebook, in a folder, or on the desktop.

The button flashes, indicating that the Internet address is linked to the button. (You can choose Get Info from the Edit menu to find out to which Internet site the button is linked.)

To try out the button, switch the document to run mode. The background grid of dots disappears when you switch to run mode. After you've tried the button out, switch back to layout mode in order to make additional changes to the document.

Note: You can also link a button to an AppleTalk address or Cyberdog window (the default notebook, the Log, the Connect dialog box, or the Cyberdog Preferences dialog box).

16   **Add a notebook by clicking the notebook icon in the Cyberdog palette.**

You can drag the notebook to the DocBuilder window, or select the notebook and then resize it with the crosshair.

Embedded notebooks behave exactly like notebooks on your desktop. You can add, delete, and rearrange items and categories and double-click an item to go to the Internet site it represents. The embedded notebook even scrolls, exactly like its desktop twin.

You can put Internet addresses in the notebook by dragging them from your Log, from another notebook, or from the Macintosh desktop (Finder). You can also select the notebook and use the Notebook menu to add categories or items to the notebook the same way as you do with the default notebook.

17   **Add a Web, FTP, AppleTalk, or Gopher view to a DocBuilder cyberdocument.**

You can add real-time Web and AppleTalk browsers, FTP, and Gopher sites by dragging URLs into the cyberdocument. When the connection is made, the window will open and resize itself. To resize the browser, put it into the selected state by clicking the dotted border, and then drag a handle.

IMPORTANT When a cyberdocument opens, embedded browser windows automatically connect to their sites. This can cause problems for users who are not connected to the Internet or the appropriate AppleTalk network. Cyberbuttons avoid this problem because they don't make the connection until clicked by the user.

18   **Add draw elements by selecting them from the DocBuilder palette.**

The crossed lines give you horizontal or vertical lines; the angled line lets you draw lines at various angles. You can also create boxes and circles, or borders, and you can add bevel effects. The colored buttons let you select color for the border and its area; to select line width, choose Pens from the Layout menu.

19   **Save the document.**

You may want to save the document in run mode so that users cannot change it, as described earlier in this chapter.

8 Troubleshooting

This chapter helps you address problems you may have while setting up and using Cyberdog.

For additional information about troubleshooting, see the "Troubleshooting" topic area of Cyberdog Guide, available in the Guide (❷) menu when Cyberdog is active.

A Cyberdog list of Frequently Asked Questions (FAQs) is available on the Internet at http://cyberdog.apple.com/br/faq.html. The FAQ is an ongoing document that is continually updated as new questions come in.

You receive "out of memory" errors.

Click the Cyberdog icon to select it. Choose Get Info from the File menu. Double-click the "Preferred size" box and type a new number.

If you are using Netscape plug-ins or Java applets, you may want to increase the memory to 5000 kilobytes.

Your system crashes and your Cyberdog preferences are not being used.

Your Internet Preferences file is corrupt. Quit Cyberdog. Then delete the Internet Preferences file (located in the Preferences folder, which is inside the System Folder). Restart Cyberdog and then reset your preferences.

You can send mail but you can't download mail from your account.

Make sure that you've entered the correct account name and host in the Account Info dialog box. To display this dialog box, choose Mail & News Setup from the Mail/News menu, click the Mail Trays icon, and click the Modify button under Mail Accounts. If you still can't download mail, contact your network administrator.

You can download mail from your account but you can't send mail.

Make sure that you've entered the correct SMTP host in the Mail & News Setup window. To display this dialog box, choose Mail & News Setup from the Mail/News menu and click the Mail icon. If you still can't send mail, contact your network administrator.

A URL in your notebook is out of date.

You must recreate the item in the notebook. Open the notebook and choose New Item from the Notebook menu. Click the appropriate service icon and enter the new URL in the "Connect to URL" box.

Appendix: Shortcuts

This chapter provides keyboard shortcuts you can use to maneuver easily through Cyberdog windows.

Shortcut	Result
General	
Page Up, Page Down, Home, End	Navigates through all Cyberdog windows
Enter	Opens a selected item in a Cyberdog window
⌘–Down Arrow	Opens a selected item in a Cyberdog window
Option–Drag hypertext link to Finder	File available on Finder that you can double-click to take you to that site or service
Mail/News	
Space bar	In an open message window, moves you to the bottom of the page; at the end of the message, opens the next unread message
⌘–Right Arrow	When reading a received message, goes to next message, regardless of the read/unread status. If you also hold down the Option key, deletes current message while opening next.
⌘–Left Arrow	When reading a received message, goes to previous message, regardless of the read/unread status. If you also hold down the Option key, deletes current message while opening previous.
Option–Right Arrow	When editing a message, moves the pointer forward one word. If you also hold down the Shift key, also selects.
Option–Left Arrow	When editing a message, moves the pointer back one word. If you also hold down the Shift key, also selects.
Option–Double-click	Forces a message to open in the TextViewer (which shows header and text in raw format)
Option–click column	Sorts items in Mail Tray category (Subject, From, Date) in reverse of normal
Option–choose Empty Trash from the Trays menu	Empties trash in Mail Tray without warning message
Option–Space bar or Option–Return	Deletes the current message and opens the next unread message
⌘–Delete or Option–Reply	Deletes the current open message
Option–Delete	Deletes tray or group of trays without warning message
Control–Click close box	Compacts mail database space

Glossary

access privileges The ability to see or retrieve directories (folders) and files, to make changes to a directory, or to run programs at an FTP or Telnet site. Access privileges are granted by the administrator of the site. *See also* FTP, Telnet.

address icon An address icon contains the address for an Internet item. The item can be a World Wide Web page, a Gopher or Telnet server, a Gopher or Telnet document, a newsgroup, or even an individual's e-mail address. When you double-click an address icon, you go directly to that Internet location.

anonymous FTP The process you use to connect to a remote computer whose files you can access without having an account. It's called *anonymous* FTP because you typically type the word "anonymous" as your user ID. *See also* FTP, remote computer.

AppleShare Network service software that allows users to store and share documents, folders, and applications over an AppleTalk network.

AppleTalk A communications environment in which many different kinds of computers, peripheral devices, and software can work together according to protocols (rules) developed by Apple Computer.

AppleTalk Filing Protocol (AFP) The presentation-layer protocol that allows users to share data files and application programs that reside on a file server.

article A message published in a newsgroup.

bcc In e-mail, a recipient who receives a "blind copy" of a letter and its attachments (so called because no other recipients know about the bcc recipient). *See also* e-mail.

browser Application software you use to investigate the World Wide Web. Clicking the Explore button in the Cyberdog Tour window enables you to browse the Web. *See also* World Wide Web.

cc In e-mail, a recipient who receives a carbon copy of a letter and its attachments. *See also* e-mail.

cyberbutton You use a cyberbutton to add Internet functionality to any document that accepts Live Objects. Within a document, you can use a cyberbutton to connect to the Log, the default notebook, the Connect window, the Preferences window, or a specific Internet location.

cyberdocument Also known as a Cyberdog custom document or DocBuilder document, this is an OpenDoc document that contains Internet functionality. By clicking hypertext links within a cyberdocument, you can connect to Internet sites and display Internet-based information. A cyberdocument offers capabilities similar to that of a Web page, but unlike a Web page, Cyberdocuments aren't in *http* format. The Cyberdog Tour window that appears when you start up Cyberdog is an example of a cyberdocument.

Cyberdog document See **cyberdocument**.

default notebook Cyberdog uses the default notebook when you choose "Get Address from Notebook" from the Message menu, when you choose "Show Default Notebook" from the Cyberdog menu, or when you click the Notebook button in the Cyberdog Tour window. You set the default notebook by choosing the Set Default Notebook command from the Notebook menu.

demoware Software that you are allowed to try out at no charge before purchasing. Most demoware has built-in limitations that prevent you from using it on a permanent basis.

directory The word for "folder" on many host computers.

distribution The distribution of an article is the geographic range through which it is sent. For example, an article with global distribution is sent to computers around the world, while one with "ba" distribution is seen only by computers in the San Francisco Bay Area.

DocBuilder The Cyberdog text and drawing utility that you use to create cyberdocuments.

download To copy a file from another computer to your own computer over a communications link.

e-mail Electronic mail.

enclosure An enclosure is any file included with, but separate from, an e-mail message or newsgroup article. In Cyberdog, an enclosure icon appears in the body section of a message window.

freeware Software that is distributed at no cost. Distinguished from *shareware,* for which payment is requested.

FTP Abbreviation for File Transfer Protocol, the set of rules (the protocol) that the Internet uses to facilitate the transfer of files between computers.

Gopher An information retrieval system developed by the University of Minnesota.

header The information that appears at the top of every e-mail message or newsgroup article. The header contains data about the sender, the date the message was created, the computer path the message traveled through, and other information used for the distribution or management of the message. *See also* e-mail, newsgroup.

home page The default World Wide Web document you go to when you click the Explore button in the Internet Pathfinder. *See also* browser, World Wide Web.

host computer A remote computer that you connect to in order to retrieve mail, documents, application software, or other files; search databases; run programs; and take advantage of other services the remote computer may provide.

HTML An acronym for Hypertext Markup Language, the formatting language that World Wide Web documents are written in.

http An acronym for Hypertext Transfer Protocol, the set of rules that the Internet uses for moving hypertext documents.

hypertext A system for nonlinear writing in which documents are electronically linked to other sections of text or other documents. *See also* hypertext document.

hypertext document A document that contains text or graphics you can click to display additional information. Web pages and the cyberdocuments that you can create with Cyberdog DocBuilder are both examples of hypertext documents.

In Tray An In Tray holds incoming e-mail from a specific mail server. There is one In Tray for each mail server account that you've reached with the Connect To command in the Cyberdog menu.

Internet The collective name for the systems of computer networks, made up of millions of computers from all over the world, that use the same protocols for communication and the exchange of information. In practical terms, the Internet is a vast international communication system and repository of information accessible by anyone with a home computer, proper application software, and an Internet access provider.

Internet access provider A company that provides connections to the Internet for a monthly fee (or sometimes for an hourly fee). Access providers are to the Internet as telephone companies are to telephone service: they provide access to the network but don't usually provide content.

Internet service provider *See* Internet access provider.

letterhead A reusable message template.

Log The Log holds the addresses of Internet locations that you've visited from session to session.

mail handler You use a mail handler to customize how your mail is displayed. You can make a message stand out by assigning its title a color, or you can move it to a specific mail tray. You can also automatically make a copy of an outgoing message and put the copy in a specific mail tray.

mail tray Mail trays hold incoming, outgoing, and filed mail. In addition to the mail trays that come with Cyberdog (In Trays, Out Tray, and Trash), you can create as many personal mail trays as you like.

message In Cyberdog, any newsgroup article or e-mail message appears in a single kind of window, called a message window. Any message, whether it's an article or an e-mail message, is read and created the same way.

moderated newsgroup In Usenet, a newsgroup whose articles are cleared by a moderator before they're posted. An article posted to a moderated newsgroup is automatically sent by e-mail to the group's moderator, who checks the article for appropriateness and then either posts it to the group or sends it back to the author with an explanation. Most newsgroups are not moderated. *See also* Usenet.

newsgroup In Usenet, a collection of postings (called "articles") on the same general theme. Anyone can post an article to any unmoderated newsgroup. *See also* Usenet.

notebook You use a notebook to store the addresses of Internet sites that you've visited. *See also* default notebook.

OpenDoc Apple Computer's software that allows you to integrate many independent parts into a single document.

page A single World Wide Web document. Each page can have text, pictures, and other multimedia elements. A Web site can have any number of pages connected by links.

pathname The list of directories (folders) you pass though to get to the directory you want to use. On the Internet, the pathname starts with a slash (/), and all directories in the pathname are separated by a slash.

remote computer Also called a remote host, any computer that is in a location other than where you are and that you use your own computer to connect to. *Compare* host computer.

session The current interaction between your computer and a remote computer.

shareware Software that is distributed at no initial cost but for which payment is requested should you continue to use the program.

signature Text that can be automatically added to the bottom of every e-mail letter or newsgroup article that you write. Generally no longer than four lines, the signature usually contains a paper mailing address and a voice or fax telephone number.

SMTP An acronym for Simple Mail Transfer Protocol, the set of rules that the Internet uses for moving e-mail messages. *See also* e-mail.

Telnet Process you use to log onto a remote computer. Once you're connected, your computer acts as a terminal to the remote computer. *See also* remote computer.

thread In Usenet, a series of articles that discuss a common topic. Articles in the same thread have nearly the same name.

upload To copy a file from your own computer to another computer over a communications link.

URL Acronym for Uniform Resource Locator, the standard way to give the address of any Internet location.

Usenet The set of all host computers that run the netnews software and that exchange newsgroups in the comp, sci, rec, soc, misc, news, and talk hierarchies. (The exchange of other newsgroup hierarchies is optional.) Not all Usenet sites are on the Internet. Strictly speaking, Usenet refers to the computers that run netnews and to the people who use this service, rather than to the newsgroups themselves.

World Wide Web Also called the Web; the organization and presentation of Internet information in a series of hypertext documents. Using a Web browser, you move through the Internet by clicking images or text that contain hypertext links. (The text is usually in a different color from surrounding text and is often underlined.) *See also* browser, hypertext document.